

**PARTICIPANT'S HANDBOOK  
TABLE OF CONTENTS**

<i>Purpose.....</i>	<i>1</i>
<i>Background.....</i>	<i>1</i>
<i>Program Components</i>	
<i>The Student Internship Program.....</i>	<i>1</i>
<i>The Postgraduate Internship Program.....</i>	<i>1</i>
<i>The Certificate Program.....</i>	<i>2</i>
<i>The Guest Lecturer Program.....</i>	<i>2</i>
<i>The Faculty Participation Program.....</i>	<i>2</i>
<i>Fellowship/Internship/Research Participation (FIRP) Program....</i>	<i>2</i>
<i>Eligibility.....</i>	<i>2</i>
<i>Program Highlights</i>	
<i>Stipends.....</i>	<i>3</i>
<i>Travel.....</i>	<i>3</i>
<i>Absences.....</i>	<i>4</i>
<i>Compensatory Time.....</i>	<i>4</i>
<i>Administration</i>	
<i>Identification Cards.....</i>	<i>4</i>
<i>Appointment Period.....</i>	<i>4</i>
<i>Conditions and Obligations.....</i>	<i>5</i>
<i>Training Programs.....</i>	<i>6</i>
 <i>APPENDIX A - Individual Development Plan (IDP)</i>	
<i>APPENDIX B - Annual/Final Review Questionnaire</i>	
<i>APPENDIX C - Pattern Participation Schedule Form</i>	
<i>APPENDIX D - Travel Information</i>	

## ***PURPOSE***

The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) Research Participation Program (RPP) is designed to help develop scientists, engineers, and health professionals critical to the technical infrastructure of the nation. It is administered by the Oak Ridge Institute for Science and Education (ORISE), which is operated by Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 86 colleges and universities; it is a management and operating contractor for the U.S. Department of Energy (DOE).

## ***BACKGROUND***

The ORISE program at the USACHPPM is inherently an educational outreach endeavor. It is intended to provide formal classroom training, mentoring, and a wealth of practical field experience to research participating, specifically, in the areas of preventive medicine, health promotion, occupational and environmental health, and related technical disciplines.

## ***PROGRAM COMPONENTS***

**The Student Internship Program** provides high school juniors or seniors, undergraduate students, or graduate students, the opportunity to participate in scientific and technical activities associated with USACHPPM. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed at full or part-time students, it is set up to accommodate a variety of levels of participation. It is established such that pattern changes be limited to four times per appointment year: (1) at the beginning of the Fall term, (2) at the beginning of the Winter (holiday) break, (3) at the beginning of the Spring term, and (4) at the beginning of the Summer term. To allow for smooth transitions, there is a requirement that at least 2 weeks' notice be given between changes in a pattern. These patterns are presented on the Participation Schedule Form, Appendix C. In addition, the participant must be a student in good standing, while maintaining a minimum GPA of 2.5 during their appointment.

**The Postgraduate Internship Program** provides recent graduates of post-associate's, bachelor's, master's and doctorate degrees, or postdoctoral credentials in an appropriate science, engineering, or technology discipline the opportunity to participate in related activities associated with the USACHPPM. This program is intended to enhance the background and experience of such individuals, and to give them an opportunity to make a research contribution in their field of study.

**The Certificate Program** provides individuals who are currently

pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline. This program allows postgraduates to enhance their educational development by gaining practical experience closely related to their academic pursuits.

**The Guest Lecturer Program** provides travel support and honoraria to consultants from the academic community and the private sector to present technical seminars and colloquia at the USACHPPM, or at other organizations supported by the established agreement. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions between technical staff at the Center and the academic community and the private sector; support technology transfer; and provide learning experiences for ORISE program participants.

**The Faculty Participation Program** provides research opportunities for primary and secondary educators, as well as college and university faculty participants in areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

**Fellowship/Internship/Research Participation (FIRP) Program** provides high school students, graduate students, postgraduate students, and college and university faculty the opportunities to further their education with the assistance of varying degrees of financial aid, while at the same time receiving hands-on experience in research and related activities at Federal laboratories and facilities. Following completion of the didactic portion of the program, there is a required payback period of participation at the Federal facility.

### ***ELIGIBILITY***

Student applicants must be in good standing (maintaining a minimum GPA of 2.5) and currently enrolled in school taking a minimum of 12 credit hours per academic year.

Postgraduate applicants should have received a degree in an appropriate math, science, engineering, or technology discipline within three years of the desired starting date or expect to complete all requirements for such a degree prior to the desired starting date.

Certificate applicants are considered eligible if the following conditions are met: (1) Applicant holds a bachelor's or higher degree

in a math, science, engineering, or technology discipline, (2) Certificate Program is related to or complements prior degree, and is also in a math, science or engineering discipline, (3) Certificate Program must be offered by an accredited academic institution, (4) Credits must be earned through on-campus instruction or high quality distance learning medium with live instructor, such as satellite downlink, (5) Certificate must require a minimum of 30 semester credit hours or the equivalent, (6) Certificate must have been earned within one year of start date in Research Participation Program. Applicant may start in Research Participation Program if he/she has completed at least 12 credit hours per academic year to finish the certificate while an ORISE participant.

This will be an equal opportunity program open to all qualified U.S. citizens without regard to race, sex, religion, color, age, physical or mental disability, national origin, or status as a disabled veteran or veteran of the Vietnam era.

### ***PROGRAM HIGHLIGHTS***

#### **STIPENDS**

As a participant in a program administered by ORISE, you will receive stipend payments as established by ORAU. Stipends will be paid to you monthly by ORAU and reported to the Internal Revenue Service as Miscellaneous Income or as fellowship awards. No income taxes will be withheld by ORAU. It is the responsibility of each participant to determine what taxes need to be paid.

#### **TRAVEL**

Participants may also be eligible for limited reimbursement for travel to scientific meetings or other travel related to their appointments. All travel must be approved by USACHPPM and ORISE. Reimbursement will be according to the ORISE Travel Policy. All foreign travel requests need to be coordinated with the ORISE office 60 days prior to planned travel. Such outside of continental United States (OCONUS) travel does not include Canada, Hawaii, Alaska, Puerto Rico, Mexico, and the Midway Islands (to include Wake Island).

#### **ABSENCES**

Since participants in the ORISE Program through USACHPPM are not employees, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars are desirable and

routinely observed by colleges and universities, the following guidelines are established for participants under 12-month appointments:

(1) Up to 12 days per year of absence, excluding weekends and scheduled holidays observed at USACHPPM, are permitted without reduction in the participant's stipend.

(2) An additional 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

(3) Emergency leave for serious family illnesses, death, etc., are to be handled on a case-by-case basis.

**These absences are at the discretion of the participant's mentor.** Proportional adjustments in the granting of absences are to be made for appointments of more or less than 12 months.

#### **COMPENSATORY TIME**

The participant schedule is established by the participant and the mentor and generally follows the facility hours. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant.

### ***ADMINISTRATION***

#### **IDENTIFICATION CARDS**

Each participant should receive a civilian ID card with contractor status from their host facility.

#### **APPOINTMENT PERIOD**

Initial appointments will be up to one year, renewable for up to two additional years upon recommendation of USACHPPM. Part-time appointments can also be made. All appointments are made subject to the availability of funds and may be terminated if funds are unavailable.

### ***CONDITIONS AND OBLIGATIONS***

All contingencies stated in the appointment offer must be met before a stipend will be processed for the participant. For example, if an appointment is offered to an applicant with an associate degree, the participant must present acceptable evidence (i.e., transcript) that

the applicant has completed all the formal academic requirements for such a degree before a stipend payment can be authorized.

Participants will become administratively associated with ORISE through a letter of appointment and Terms of Appointment. They will receive an appointment offer at the Army host installation and will not enter into an employer/employee relationship with USACHPPM, ORAU, ORISE, DOE, or any other office or agency.

Participants are required to have health insurance coverage prior to appointment. Health plans are available through ORISE for postgraduate appointments. Coverage is at the expense of the participant.

Appointments involve a full-time or part-time commitment to the program; therefore, participation must be conducted in a manner, according to an agreed upon time schedule that meets the overall requirements of the USACHPPM. The participant must be in residence at USACHPPM, or another facility approved by the USACHPPM during the entire period of appointment. If a part-time schedule is needed, participant and mentor will need to complete a Participation Pattern Schedule and forward the completed form to the ORISE On-site Office, at least 2 weeks prior to the effective date of change.

Participants are required to sign and abide by the appointment letter, the Terms of Appointment, which includes a disclaimer of liability, and other documents required by USACHPPM. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by USACHPPM to be completed by a participant may contain any provision giving USACHPPM any rights to inventions made by the participant.

Participants are required to submit the Annual/Final Review Questionnaire (Appendix B), through their mentor, to the ORISE On-site Office no later than 30 days prior to the end of their renewal date. This review details the information learned and accomplished by the participant during the previous year. Failure to comply with Appendix B will impact receipt of future stipend payments. At the completion of the ORISE program, the mentor is encouraged to prepare a Letter of Recommendation describing the participant's overall knowledge, skills, abilities and performance. The original will be given to the participant for future employment searches. A copy of this report must also be provided to ORISE in order to authorize the release of their final stipend payment.

5

Participants are expected to acknowledge the support of USACHPPM, the host installations and their mentors on publications and presentations that are related to their participation in the program, and to provide a copy of such publications to ORISE.

Participants should acknowledge support by the following statement:  
"This project was supported in part by an appointment to the Internship/Research Participation Program for the U.S. Army Center for Health Promotion and Preventive Medicine administered by the Oak

Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and the USACHPPM."

In order to assure that participants have a common understanding of the Army and its mission, and to provide advanced training in specific scientific technologies, all participants will be afforded the opportunity to attend a technical orientation seminar sponsored by the U.S. Army Environmental Center in coordination with USACHPPM. Participants will be on appointment during the training session and will receive stipends. Participants may also be eligible for limited travel reimbursement.

### **TRAINING PROGRAMS**

The training program is the cornerstone of the ORISE program. This training includes, the orientation course, formal short courses, continuing hands-on training, and professional conferences. The training program is documented in the Individual Development Plan (IDP), Appendix A. In cooperation with your mentor, you can establish goals for your ORISE experience which would allow you to obtain a certain type of training, attend a professional meeting, or gain experience with a specific type of research. To ensure the best possible educational opportunity, all ORISE participants must have a formal training program that includes both formal classes and structured field experience. The participant's practical research activity includes field assignments and applied hands-on contribution to installations.

Appropriate short courses are identified in the IDP and funded by the host facility subject to available funding. These short courses may be government-sponsored courses or commercially available courses. The participant is expected to satisfactorily complete each sponsored course.

The field training associated with technical training experience is the major benefit to both the participant and the Army organization. Field training should center as much as possible around the stated goal of the IDP.

### **APPENDIX A**

#### **INDIVIDUAL DEVELOPMENT PLAN (IDP) Example Format**

1. Name: (ORISE participant)
  - a. Research Assignment:
  - b. Entry date to this Command:

2. Appointment Period Covered:

3. Purpose of IDP:

a. To identify training and developmental needs that are required to successfully complete my research as a participant in the ORISE Research Participation Program.

b. To develop a training program that will enhance my current areas of technical expertise, develop technical expertise in other areas, and also develop managerial skills.

4. Planned Formal Courses:

Course Topic	Date Requested	Hrs.
a.		
b.		

5. Planned Local Installation Training:

6. Presentations:

7. Concurrence:

a. ORISE Participant:	_____	Date:00/00/00
	Signature	
b. Mentor:	_____	Date:00/00/00
	Signature	
c. ORISE Coordinator:	_____	Date:00/00/00
	Stephen L. Kistner	

Submit form to Diane Lewis NLT thirty (30) days after the beginning of the appointment period. Fax to (410) 436-5811.



**APPENDIX B**  
**ANNUAL/FINAL REVIEW QUESTIONNAIRE**  
**ORISE PARTICIPANT**

QUESTIONNAIRE INSTRUCTIONS: Please complete the questionnaire and give one copy to your mentor. Completed renewal paperwork, mentor and participant questionnaires, should be submitted by fax to Diane Lewis NLT thirty (30) days prior to renewal period, (410) 436-5811. If terminating your appointment, please fax completed questionnaire/summary at least two weeks prior to the termination date. If you have any questions, please call Diane Lewis at (410) 436-5461.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Check one: \_\_\_\_\_ Requesting Renewal  
                  \_\_\_\_\_ Terminating (If terminating, identify effective date)

1. Briefly describe the research which you did as an ORISE participant during the past year.

---

---

---

---

2. Did your research appointment meet your expectations? (Circle One) On a scale from one to ten please rate.

Did not meet expectations 1 2 3 4 5 6 7 8 9 10 Met expectations

Comments: \_\_\_\_\_

---

---

3. What formal training did you receive during the past year? Please describe and list any courses.

COURSE NAME (S)	#HOURS
_____	_____
_____	_____
_____	_____
_____	_____

What types of informal training did you receive during the past year? From whom?

---

---

---

4. Did you earn a degree during the past year? \_\_\_\_Yes \_\_\_\_No  
If yes, what degree?

(Circle One) AS BS MS Ph.D. Other: \_\_\_\_\_

What discipline? \_\_\_\_\_

5. Please rate the quality of administrative support you received  
from ORISE.

(Circle ONE)  
Low 1 2 3 4 5 6 7 8 9 10 High

Comments: \_\_\_\_\_

---

---

---

6. If you are requesting a renewal of your appointment, please  
indicate the following:

a. For what length of time are you requesting renewal (maximum  
12 months)? \_\_\_\_\_

b. What research do you propose doing during your renewal  
period?

---

---

---

---

7. Please comment on the overall research experience you received as  
it relates to your objective.

---

---

---

8. Has this appointment contributed to your objective? Please Rate.

Low 1 2 3 4 5 6 7 8 9 10 High

**APPENDIX B (PARTICIPANTS HANDBOOK) - CONTINUED**  
**ANNUAL/FINAL REVIEW QUESTIONNAIRE**

9. If you are terminating your ORISE appointment indicate why:

\_\_\_\_\_Return to school.

What school? \_\_\_\_\_

Pursuing what degree/discipline? \_\_\_\_\_

\_\_\_\_\_Employment

Name of employer? \_\_\_\_\_

Job Title? \_\_\_\_\_

\_\_\_\_\_ Other reason. Please specify: \_\_\_\_\_

10. If you are terminating, please indicate forwarding address(es):

Address to which you want final stipend check sent:

Permanent address:

\_\_\_\_\_  
(Signature)(Date)

(Student's Name)

**PLEASE INCLUDE DAYS/# HOURS OF PARTICIPATION**

**1. PATTERN CHOICE:** \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

**APPROVAL** \_\_\_\_\_

Participant                      Sponsor                      Program Coordinator

**2. PATTERN CHOICE:** \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

**APPROVAL** \_\_\_\_\_

Participant \_\_\_\_\_ Sponsor \_\_\_\_\_ Program Coordinator \_\_\_\_\_

**3. PATTERN CHOICE:** \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

APPROVAL		
Participant	Sponsor	Program Coordinator

**4. PATTERN CHOICE:** \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

**APPROVAL** \_\_\_\_\_

Participant \_\_\_\_\_ Sponsor \_\_\_\_\_ Program Coordinator \_\_\_\_\_

## **ORISE TRAVEL FORMS**

- **Travel Authorization/Reservation (TAR)** - This form is required for all advances and travel to be reimbursed by ORISE. Hotel, per diem, registration, rental car, and miscellaneous expenses must exceed \$250 in order to obtain an advance. General guidelines for completing the TAR are on page 2 of the form. Once completed, submit **both** pages of the form (to include conference/training information) to the ORISE Office, Building E5158. **Fax copies are acceptable.** The ORISE Office fax number is 410-436-5811. A funding MIPR will be identified by the ORISE Office and then forwarded for approval by the Program Coordinator. If an advance is requested, the TAR (both pages must be included) must be submitted 10 days prior to the starting date of the trip. **NOTE:** Keep in mind that the address you list for the mailing of an advance check should have someone there to accept the check should it be Fedex.
- **Travel Expense Statement (TES)** - This form is completed upon return from the trip. All **original** receipts must be attached. **Fax copies cannot be accepted.** Section II, Item 1 (Air), is not applicable. Please leave the Per Diem and Total sections blank. ORISE will complete these for you. Your signature is the only signature required on the TES. Once completed, mail directly to Oak Ridge Institute for Science and Education, ATTN: Ms. Marie Kitts, P.O. Box 117, Oak Ridge, TN 37831-0117.
- **Checklist for Completing TES** - When completing the TES, use this checklist to ensure a delay will not be encountered in the processing of your claim.
- POC for Airline Tickets and Rental Car Reservations is Liz Clein, 410-436-1051.
- POC for all other travel questions should be addressed to the ORISE On-Site Office, 410-436-4335.